

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2012 – 0005

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

**Subject: HR Handbook Update – Layoff Template #14, Layoff Avoidance,
Expenditures Associated with Performance Adjustment**

Issue Date: February 14, 2012

This is to advise that the HR Handbook has been updated with a new form titled “***Layoff Template #14, Layoff Avoidance, Expenditures Associated with Performance Adjustment FY 12/13***”.

Agencies that will not have adequate funds to grant a 4% Performance Adjustment to all eligible employees on October 1, 2012, may wish to request approval for a layoff avoidance measure to:

- Grant such adjustments on a date later than October 1;
- And/or grant an amount less than 4%.

Agencies who wish to submit such a request for FY 12/13 may use this template to do so.

This template may be found at: www.civilservice.la.gov in the HR Professionals Portal, HR Handbook, Layoff Issues in Layoff Forms, Examples and Templates.

If you have any questions, please contact the Compensation Division at (225) 342-8083.

Sincerely,

s/Shannon S. Templet
Director